

SDI Online Tutorial: Physician/Practitioner Representative Registration

Physician/Practitioner Representative Registration

- The Physician/Practitioner must create an account first.
- The Physician/Practitioner must list the authorized Representative on their account.
 - A person may be an authorized Physician/Practitioner Representative for an unlimited number of Physicians/Practitioners.
 - A Physician/Practitioner may have an unlimited number of authorized Representatives.

Physician/Practitioner Representative Use of an Online Account

- To complete forms for their Physician/Practitioner.
- To update their contact information.
- To access electronic requests for additional medical information.



Disability Insurance

- How to File a DI Claim
- DI Eligibility
- O DI Program Information
- DI Benefit Amounts
- New! SDI Online

More Disability Insurance Information

Employers

- Employer Eligibility
- Employer Requirements
- Voluntary Plans
- Workers' Compensation
- SDI Online

More Employers Information

Paid Family Leave

- How to File a PFL Claim
- PFL Eligibility
- PFL Program Information
- PFL Benefit Amounts
- New! SDI Online

More Paid Family Leave Information

Physicians/Practitioners

- Basics for Physicians/Practitioners
- Becoming an Independent Medical Examiner
- Physicians/Practitioners
- Physicians/Practitioners Forms and Publications
- SDI Online

More Physicians/Practitioners Information

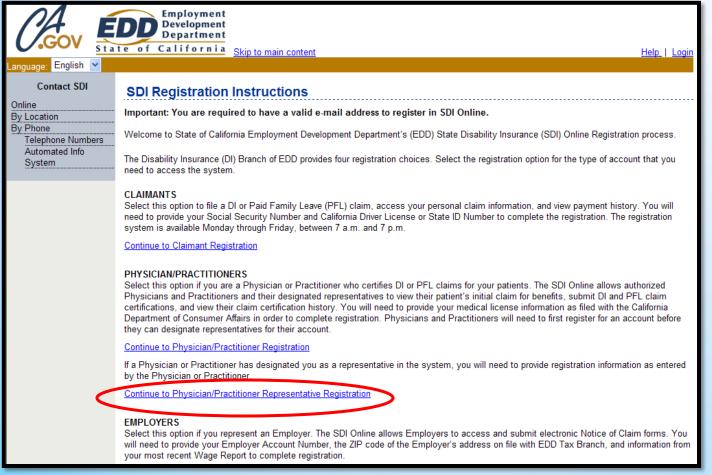


Important Links

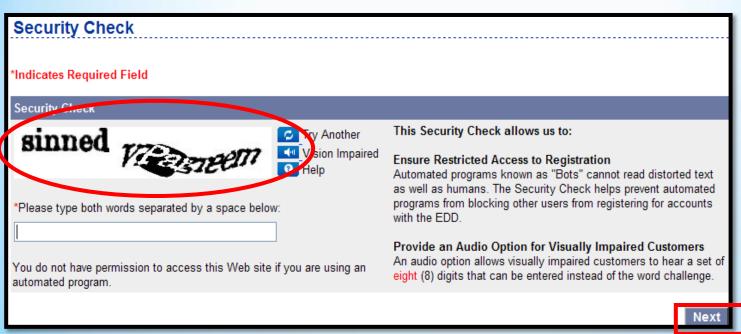
- · About the Program
- · DI Eligibility
- · Lingibility
- New! SDI Online
- Forms and Publications

To create an SDI Online account:

- Visit <u>www.edd.ca.gov</u>.
- Select Disability.
- Under Important Links, select SDI Online.



This will take you to the SDI Registration Instructions page. Select the Continue to Physician/Practitioner Representative Registration hyperlink.



You will see the Security Check page requesting that you type the words shown in the text box.

Then select the
 Next button on the
 bottom right. (If you
 have difficulty
 viewing the words
 you can select the
 Try Another button
 located to the right
 of the word box.)

- Try Another Select Try Another to change the text.
- Vision Impaired Select Vision Impaired to listen to spoken words.



Help | Login

Contact SDI

Online

By Location By Phone

Telephone Numbers Automated Info System

Physician/Practitioner Representative: Terms and Conditions

Terms and Conditions

Please read through the entire Terms and Conditions before proceeding. The information you provide may be used to verify your identity with federal and/or state agencies. If "I Do Not Agree" is selected, you will not be able to establish an online account.

These Terms and Conditions, which include the Conditions of Use and Privacy Statements, govern the use of and access to: (i) this website (www.edd.ca.gov/); and (ii) the information on or provided through this website.

If you establish an online account you are responsible for maintaining the confidentiality of your username and password, and you are responsible for all activities which you authorize under your username and password. You agree to: (i) immediately notify the Employment Development Department (EDD) of any unauthorized use of your username and password or any other breach of security; and (ii) log out from your account at the end of each session.

By registering for an online account, you agree to check your account regularly and frequently for messages from the EDD. Please note that emails will only be used to send notifications to log in to your account or when you request to reset your username or password. No confidential claim information will be sent via e-mail.

The information submitted by any party will be used by the Employment Development Department to carry out its responsibilities under the California Unemployment Insurance Code, which may include the sharing of the information with other entities as required by law.

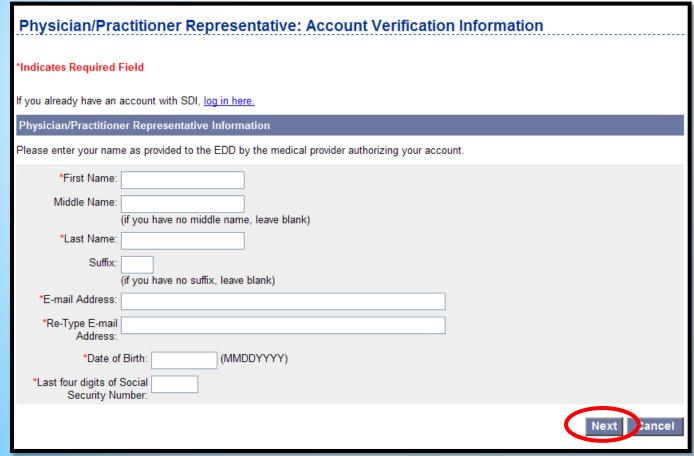
These Terms and Conditions may change from time to time and it is your responsibility to check for updates. The last revision date for these Terms and Conditions is February 1, 2012.

I have read and understand all the above information and wish to continue with establishing an account in the State Disability Insurance (SDI) Online

I Do Not Agree

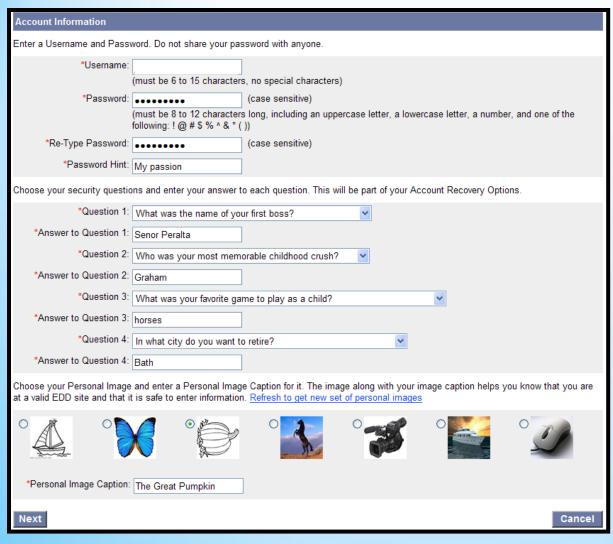
Next you will see the Physician/Practitioner **Representative: Terms** and Conditions page.

Scroll to the very bottom of the page once all the information has been read and select the I Agree button, located at the bottom of the page.



You will be directed to the Physician/Practitioner Representative:
Account Verification Information page.

Complete the fields by entering your name as provided to the EDD by the medical provider authorizing your account, then select **Next.**

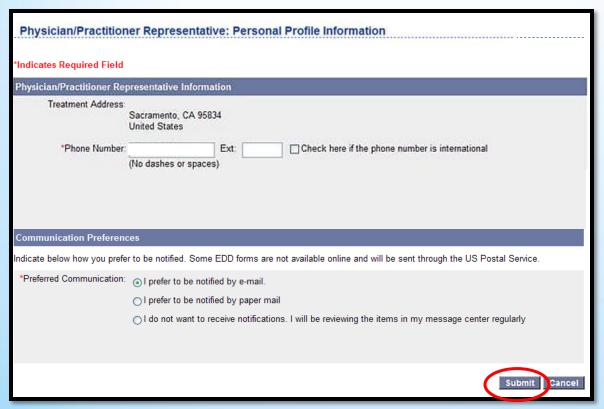


The Physician/Practitioner
Representative: Setup Security
Profile Information page will
display. Once all information is
filled out in each field:

- Select a Personal Image.
- Then enter a word or phrase of your choice in the Personal Image Caption box. Once completed, select the Next button located at the bottom left side of the page.

Note: The SDI Online system will remember the computer used to log in. If the user accesses their account through a different computer, they will have to correctly answer these security questions.

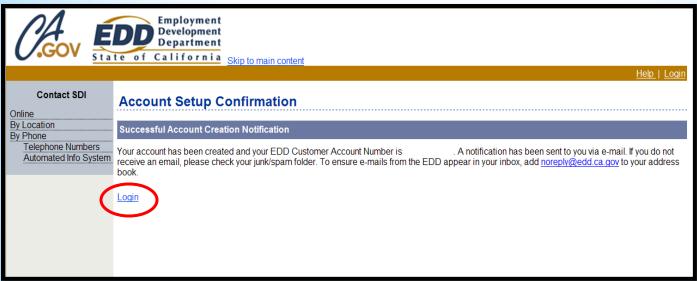
Be sure to make note of your Username, Password, Security Questions, and Personal Image to ensure easy access when using the SDI Online system.



You will arrive at the **Physician/Practitioner Representative: Personal Profile Information** page.

Verify the Treatment
Address, enter the Phone
Number, and select the
Communication
Preferences. Select
Submit to create your
account.

The Physician/Practitioner can change the fields that a Physician/Practitioner Representative cannot.



You will arrive at the Account Setup
Confirmation page
where you will receive
a Successful Account
Creation Notification
and an EDD
Customer Account
Number.

Congratulations! You are now registered with SDI Online.

To log in to your account, select the **Login** button.

Visit www.edd.ca.gov for more information about State Disability Insurance.

The EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling 1-800-480-3287 (voice), or TTY 1-800-563-2441.